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# Mississippi Management and Reporting System

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**Department of Finance and Administration**

MMRS Policies and Procedures		
2104	SPAHRs Security Profile Maintenance Form Procedures	Revision Date: 04/18/2017
		Version: 5

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## 1. Introduction

This document outlines the procedures for completing the *#2103 SPAHRS Security Profile Maintenance Form* for the Statewide Payroll and Human Resource System (SPAHRS).

## 2. Scope

This document gives an overview of SPAHRS security and administration, and provides instructions for completing each field on *#2103 SPAHRS Security Profile Maintenance Form*. Information located on the MMRS website is referenced, when applicable, as additional help in completing the security form. The information in this document is to be used by the designated authorized SPAHRS security contact in each agency when completing the SPAHRS Security Profile Maintenance Form.

## 3. SPAHRS Security Overview

The security for the Mississippi Management and Reporting System (MMRS) Statewide Payroll and Human Resource System (SPAHRS) is centrally maintained. SPAHRS security utilizes Natural Security and a user security sub-system within the application. An optional Approvals Processing sub-system, within the SPAHRS application, which includes the ability to process "notes and comments", is also available.

Each SPAHRS user is given access to perform various functions in SPAHRS, including entering and browsing data and running reports based on his/her security profile. The SPAHRS user profile defines the security group assigned to the user. This group determines which menus and screens the user can access and what type of access the user will have. The profile also defines the security level, default printer information, and Notes and Comments groups for the user.

## 4. SPAHRS Security Administration

The MMRS Administrator or designee serves as the SPAHRS Security Administrator. The *#2103 SPAHRS Security Profile Maintenance Form* is used to maintain SPAHRS security and is explained in detail below.

All SPAHRS security requests must be submitted on the proper form and approved by the MMRS Administrator or designee before any action will be taken to process the request. All security requests are subject to at least two levels of review. Any request for a security level above Level 2 must be documented in writing by the requesting agency and approved by the MMRS Administrator. MMRS will periodically review all active security profiles to validate the access given.

The SPAHRS Security Profile Maintenance Form should be sent via e-mail to [MASH@dfa.ms.gov](mailto:MASH@dfa.ms.gov) or faxed to (601) 359-6551 or mailed/HANDMAIL'ed to:

MMRS Chief Systems Information Officer  
Department of Finance and Administration  
Robert Clark Building  
301 North Lamar Street, Suite 400  
Jackson, MS 39201

Copies of all security maintenance requests are kept on file at MMRS. When a new security profile is created, an email containing the User ID is sent via the MASH e-mail to the agency security contact. A separate email containing the User Password is delivered the following day.

The person designated as the agency's primary security contact or backup security contact should handle all communication, written and verbal, between an agency and the SPAHRS Security Administrator.

## 5. Instructions for Completing the SPAHRS Security Profile Maintenance Form #2103

Complete each section of the form as follows. An "\*" indicates that the information is required on the form. Although printer related information is not required, having this information on a user's profile can save the user time and prevent accidental print related problems. Please include printer related information when possible.

Type of Request (select one)	Select the desired action for this request. (Note: to update the last name, phone number, mailing address, security level, approvals, etc. for an existing user, select <i>Update Profile</i> and enter the user's ID and the information that is to be changed.)
Add New User	Check if requesting a new SPAHRS User.
Add 2 <sup>nd</sup> ID for Existing User	Check if requesting a second ID for a current SPAHRS User
Update Profile – ID	Select if updating User Information. Provide the User ID number.
Delete User – ID	Select if requesting that a user be deleted. Provide the User ID number.
Effective Date *	Provide the requested process date. If no date is entered, the request will be processed upon receipt and approval.
Check Environment(s) *	Indicate the environment that this request relates to: training or production.
SPAHRS Agency Number *	Enter the user's four-digit SPAHRS agency number.
Agency Identification Code*	Enter the two-character agency code that has been assigned to your agency by the Department of Information Technology Services (ITS) for billing purposes. Your agency's data processing staff or ITS can supply this information.

User Information	Provide the following user information.
User Name*	Enter the user's name.
E-Mail Address	Enter the user's e-mail address.
PID*	Enter the user's SPAHRS PID number.
Phone*	Enter the user's telephone number.
CCB Analyst**	<b>For SPB use only.</b> Indicate if this individual is a Classification Compensation Bureau analyst. Circle Y or N.
Fax:	Enter the user's fax number.
Agency Name*	Enter the name of the user's agency.
Address *	Enter the agency mailing address for SPAHRS security contact who will receive the security information returned by the SPAHRS Security Administrator.
HANDMAIL *	Indicate if the address given is for HANDMAIL delivery by circling Y or N. Please include a handmail address when possible.

<b>Security Group Codes and Levels</b>	
Enter the appropriate SPAHR Security Group Code.	Select the appropriate security group for this individual from the SPAHRS Security Groups found on the MMRS website at <a href="http://www.dfa.ms.gov/mmrs/">www.dfa.ms.gov/mmrs/</a> > Applications Security> SPAHRS Security. The security group determines the menus and screens that the user will have access to. It also determines what type of access the user will have to the data displayed on these menus and screens (i.e. read only, update, and/or delete).
Approvals Required	If the user performs approvals, circle Y or N. Detailed information about the SPAHRS Approval Process and the approval form can be found on the MMRS website at <a href="http://www.dfa.ms.gov/mmrs/">www.dfa.ms.gov/mmrs/</a> > MMRS Training>Legacy Training Materials > SPAHRS – Legacy Training Materials>General Functionality. If neither "Y" nor "N" is circled, "N" will be assumed.
Security Level *	Indicates which agencies a user can access as outlined in the description for each security level. Most users will require a level 1 or level 2. Special users, such as contract reviewers and some SPB or DFA staff may require a higher level.
Notes and Comments	Indicates the groups for which the user is allowed to access for entering or retrieving various notes and comments. An explanation of each group is on the front of the SPAHRS Security Form. The Notes and Comments process is described in a document on the MMRS website, under SPAHRS Security. If no group is checked on the security form, "General" will be assumed.
Security Level 6A or 6B Sub-agency Codes	List the agencies to be included or excluded for access by the user if security level 6A or 6B is selected.

<b>Printer Information</b>	
CICS Printer ID	Enter the (ITS assigned) four-character ID of the CICS printer where on-line reports for this user are to be printed. NOTE: This is an optional field if CICS printers are not used.
Desc/location	Should include descriptive information about the location of the printer such as agency name, department, and/or floor.
Remote Printer ID	Enter the (ITS assigned) ID of the remote printer where batch print is to be routed. This is can be an RJE (remote job entry) printer or an IP (internet protocol) printer. NOTE: If you specify <b>N1R0</b> to have the output printed on the laser printer at the State Computer Center, there will be a laser print charge to your agency.
Form	Enter the four-character form identifier for standard print used for printers capable of printing special forms.
Sysout Class	Enter the output class associated with the remote printer. The sysout class is usually an A, unless designated otherwise.
Description/location	Should include descriptive information about the location of the printer, such as agency name, department, and/or floor.

Printer Information Continued	
VPS Printer - ID	Enter the (ITS assigned) four-character ID of the VPS printer where batch submitted reports are to be printed for the user.
Form	The form number for a VPS printer must be the same as the VPS printer ID.
Sysout Class	Enter the output class associated with the VPS printer. The sysout class for VPS print is usually an E, unless designated otherwise when it was set up by ITS.
Description/location	Should include descriptive information about the location of the printer, such as agency name, department, and/or floor.

Authorized SPAHRS Security Contact	
Requested by *	This must be signed by <b><u>the agency's Authorized SPAHRS Security Contact.</u></b>
Date*	Enter the date the form is completed.
Phone *	Enter the phone number of the security contact signing the form.

MMRS Internal use only.	
Approved by:	Date:
SPAHRS Security Administrator:	Date: